Chapter 4 Documents

VADR   Vendor Address Table

```
ENTER FUNCTION: ...........  TRANS:  VADR
                                                         DATE:
VENDOR ADDRESS TABLE                                     TIME:
KEY IS VENDOR NUMBER AND ADDRESS TYPE                    TERM:

VENDOR NUMBER......:  ......... ..
ADDRESS TYPE.......:  . :
VENDOR NAME 1......:
VENDOR NAME 2......:
ADDRESS LINE 1.....:
ADDRESS LINE 2.....:
CITY...............:
STATE..............:     :
ZIP CODE...........:       -      -
COUNTRY CODE.......:     :
PARISH CODE........:     :
CONTACT PERSON.....:
CONTACT POSITION...:  ..............................
CONTACT PHONE......:  ... - ... - .... - ....
TOLL FREE NUMBER...:  ... - ... - ....
E-MAIL ADDRESS.....:.........................................
FAX NUMBER.........:  ... - ... - ....   FAX DOCUMENT: .
```

Purpose   The purpose of the Vendor Address Table is to provide the user with the ability to add and maintain vendor address records. At least one address record (general address) must be present before the status on the vendor record can be set to active. Access is granted only to those vendors for which the user has security access.

Screen
Characteristics   Add, Change, Delete and Inquire VADR Table.

Procedure
Cross-Reference   Chapter 2 Vendor Database Maintenance;

3.1 Add Vendor Address Table
3.2 Change Vendor Address Table
3.3 Delete Vendor Address Table
3.4 Inquire Vendor Address Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Unprotected. Key. Required. If left blank the system will start with the first vendor in the database. If entered, the screen will return an address for the specified vendor.
Address Type	1	Unprotected. Key. Required. This code describes the type of address for the vendor number entered. Must be a valid entry in BTAB table VA (Vendor Address Type). NOTE: If the address type is 'l' (general address) the record can be changed but cannot be deleted.
Address Title	30	Protected. This is the interpretation of the Address Code found in BTAB table VA (Vendor Address Type).
Vendor Name 1	30	Protected. This is the first line of the name of the vendor from the VEND table.
Vendor Name 2	30	Protected. This is the second line of the name of the vendor.
Address Line 1	25	Unprotected if not type 1 or 4. Required. The first line of the street address of the vendor.
Address Line 2	25	Unprotected if not type 1 or 4. Required. The second line of the street address of the vendor.
City	15	Unprotected if not type 1 or 4. Required. This is the city in which the vendor address is located.
State	2	Unprotected if not type 1 or 4. Required. This is the standard United States Postal Service two letter code for the state in which the vendor address is located. Must be a valid entry in BTAB table ST (State Code).
State Title	30	Protected. This is the interpretation of the State Code from BTAB table ST (State Code).

Field Completion

Field	Size	Description
Zip Code	11	Unprotected if not type 1 or 4. Required. This is the zip code (for domestic vendor) or postal code (for foreign vendors) in which this vendor address is located.
Country Code	2	Unprotected if not type 1 or 4. Required. This code identifies the country in which this vendor address is located. Must be a valid entry in BTAB table CR (Country Code).
Country Title	30	Protected. An interpretation of the country code from BTAB table CR (Country Code).
Parish Code	2	Unprotected if not type 1 or 4. Required. This code identifies the parish in which this vendor address is located. Must be a valid entry in BTAB table CC (Parish Code).
Parish Title	30	Protected. An interpretation of the parish code from BTAB table CC (Parish Code).
Contact Person	35	Unprotected. Optional. The name of the person to contact if any communication with the vendor is necessary.
Contact Position	30	Unprotected. Optional. The position of the Contact Person identified for the vendor.
Contact Phone	14	Unprotected. Optional. The area code, exchange, number, and extension of the Contact Person for the vendor.
Toll Free Number	10	Unprotected. Optional. The exchange and number for the vendor's toll free number, if applicable.
E-Mail Address	50	Unprotected. Optional. The Internet mailbox which can be used for communication with the vendor.
FAX Number	10	Unprotected. Optional. The area code, exchange, and number for transmittal of FAX documents to the vendor.
FAX Document	1	Unprotected. Required if VADR address type = 2. Defaults to "N" on an add. Indicates if the vendor accepts automatically faxed documents. Valid entries are "S" (solicitation), "O" (order) or "B" (both) which must also be valid in the FC table in BTAB.

VAWD   Vendor Award History Table #1

```
ENTER FUNCTION: ...........  TRANS:  VAWD
                                                        DATE:
VENDOR AWARD HISTORY TABLE  #1                           TIME:
KEY IS VENDOR NUMBER AND AWARDED DOCUMENT NUMBER         TERM:

VENDOR: ......... .. :

     AWARD NUMBER          TYPE        DATE        AMOUNT
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
```

Purpose   The purpose of the Vendor Award History Table is to provide the user with the ability to inquire the award history of a vendor. If desired, user can obtain more detail by leafing to the VAW2 Table. Access is restricted to only those vendors for which the user has security access.

Screen
Characteristics   Inquire VAWD Table.

Procedure
Cross-Reference   Chapter 2 Vendor Database Maintenance;

                      8.1 Inquire Vendor Record(s) Data.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Unprotected. Key. If left blank the system will start with the first vendor in the vendor database. If input, the system will return the list for the vendor specified.
Vendor	30	Protected. The vendor name from the VEND table.
Award Number	10	Unprotected. Key. The number of the document (purchase order or contract) awarded to this vendor. If left blank the system will bring up the first P/O-Contract Number for the vendor. If entered, the specified and all subsequent numbers will be displayed.
Type	3	Protected. This code describes the type of order or contract awarded.
Date	8	Protected. The date that this document was awarded to this vendor.
Amount	9.2	Protected. The dollar amount awarded to this vendor by this order or contract.

VAW2   Vendor Award History Table #2

```
ENTER FUNCTION:                     TRANS:  VAW2
                                                          DATE:
  VENDOR AWARD HISTORY TABLE  #2                          TIME:
  KEY IS VENDOR NUMBER AND AWARDED DOCUMENT NUMBER        TERM:

  VENDOR NUMBER......: ......... ..
  VENDOR NAME 1......:
  VENDOR NAME 2......:

  AWARD NUMBER.......: .......... :
                                  :
  AWARD DATE.........:
  AWARD TYPE.........:        :
  AWARD AMOUNT.......:
  NO OF LINES........:
  CLASS/SUBCLASS.....:
  ACCTG FISCAL YEAR..:
  PROCURING AGCY.....:         :
  T-NUMBER...........:         :
```

Purpose   The purpose of the Vendor Award History Table #2 is to provide the user with detailed
                     information concerning awards made to that vendor. The table allows inquiry only and
                     access is limited only to those vendors for which the user has security access.

**Screen
Characteristics**   Inquire VAWD Table.

**Procedure
Cross-Reference**   Chapter 2 Vendor Database Maintenance;

                     8.1 Inquire Vendor Record(s) Data.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Unprotected. Key. If left blank the system will return with the first vendor number in the database. If entered, the system will return the award detail for the vendor number specified.
Vendor Name 1	30	Protected. This is the first line of vendor name.
Vendor Name 2	30	Protected. This is the second line of vendor name.
Award Number	10	Unprotected. Key. The number of the document (purchase order or contract) awarded to this vendor.
Award Lines 1&2	2x40	Protected. The order/contract title lines from the ORDR/KONT database.
Award Date	8	Protected. The date that this document was awarded.
Award Type	3	Protected. This code describes the type of order or contract awarded.
Award Type Title	30	Protected. The interpretation of the award type from BTAB Table DT (Document Type).
Award Amount	9.2	Protected. The dollar amount awarded to this vendor by this order or contract.
No. of Lines	5	Protected. The number of lines making up the award document.
Class/Subclass	5	Protected. The commodity class and sub-class of the goods or services on this order or contract.
Acctg Fiscal Year	2	Protected. The accounting fiscal year in which this award took place.
Procuring Agency	6	Protected. The number of the agency that procured the goods or services.
Agency Name	30	Protected. The interpretation of the Agency Code from the AGCY Table.

Field Completion

Field	Size	Description
T-Number	5	Protected. If a term contract was awarded, the T-Number associated with this contract award.
T-Number Title	30	Protected. The interpretation of the T-Number from BTAB Table TA (T-Number).

VBID   Vendor Bid History Table #1

```
ENTER FUNCTION: .............. TRANS:  VBID
                                                        DATE:
  VENDOR BID HISTORY TABLE #1                           TIME:
  KEY IS VENDOR NUMBER AND BID DOCUMENT                 TERM:

  VENDOR: ......... .. :

        BID DOCUMENT      TYPE      MRC      ISSUE DATE   OPEN DATE
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
        ..........
```

Purpose   The purpose of the Vendor Bid History Table is to provide the user with information
                         concerning the Vendor Bid History. The table is inquiry only and additional detail may be
                         obtained by leafing to the VBI2 Table. Access at that level is limited to vendors for which
                         the user has security access.

**Screen
Characteristics**   Inquire VBID Table.

**Procedure
Cross-Reference**   Chapter 2 Vendor Database Maintenance;

                         8.1 Inquire Vendor Record(s) Data.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Protected. Key. If left blank the system will start with the first vendor in the database. If entered, the system will return the list for the vendor specified.
Vendor Name	30	Protected. The vendor name from the VEND table.
Bid Document	10	Unprotected. Key. The number of the solicitation document. If left blank the system will return the first Bid Document Number in the database. If entered, the system will return with the specified bid Document number at the top of the list.
Type	3	Protected. This code describes the type of solicitation.
MRC	2	Protected. This code describes the Master Bid Returned code recorded against this vendor for the bid document number displayed.
Issue Date	8	Protected. The date that this solicitation document was issued.
Open Date	8	Protected. The date of the bid opening for this solicitation document.

VBI2   Vendor Bid History Table #2

```
ENTER FUNCTION: .............. TRANS:  VB12
                                                      DATE:
  VENDOR BID HISTORY TABLE  #2                        TIME:
  KEY IS VENDOR NUMBER AND BID DOCUMENT NUMBER        TERM:

  VENDOR NUMBER......: ......... ..
  VENDOR NAME 1......:
  VENDOR NAME 2......:

  SOLICITATION NUMBER: .......... :
                                  :
  PURCHASE AGENCY....:            :
  BID ISSUE DATE.....:
  BID OPENING DATE...:
  SOLICITATION TYPE..:     :
  ACCTG FISCAL YEAR..:
  MASTER RETURN CODE.:     :
  ESTIMATED AMOUNT...:
  T-NUMBER...........:       :
```

Purpose   The purpose of the Vendor Bid History Table #2 is to provide the user with a more comprehensive inquiry for a particular Bid Document. Access is granted only to those vendors for which the user has security access.

**Screen
Characteristics**   Inquire VBID Table.

**Procedure
Cross-Reference**   Chapter 2 Vendor Database Maintenance;

                       8.1 Inquire Vendor Record(s) Data.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Unprotected. Key. If left blank the system will start with the first vendor in the database. If entered, the system will return the record for the vendor specified.
Vendor Name 1	30	Protected. This is the first line of the vendor name.
Vendor Name 2	30	Protected. This is the second line of the vendor name.
Solicitation Number	10	Unprotected. Key. The number of the solicitation document.
Solicitation Title	2x40	Protected. The two (2) lines of the solicitation title from the SDOC table.
Purchase Agency	11	Protected. The number of the Agency responsible for the procurement of the item on solicitation.
Agency Name	30	Protected. The interpretation of the Agency number from the AGCY database.
Bid Issue Date	8	Protected. The date that this solicitation document was issued.
Bid Opening Date	8	Protected. The date of the bid opening for this solicitation document.
Solicitation Type	3	Protected. This code describes the type of solicitation.
Type Title	30	Protected. The interpretation of the solicitation type code from the BTAB table DS (Document Type - Solicitation).
Acctg Fiscal Year	2	Protected. The accounting fiscal year in which this award took place.
Master Return Code	2	Protected. This code describes the response received from this vendor for this solicitation.
MBR Code Title	30	Protected. The interpretation of the Master Bid Return Code from the BTAB table MR (Master Bid Return Code).
Estimated Amount	9.2	Protected. This is the estimated dollar amount of this solicitation.

Field Completion

Field	Size	Description
T-Number	5	Protected. If a term contract was awarded, the T-Number associated with this contract award.
T-Number Name	30	Protected. The interpretation of the T-Number from the BTAB table TA (T-Number).

VCOM   Vendor Complaints Table #1

```
ENTER FUNCTION: .............. TRANS:  VCOM
                                                         DATE:
  VENDOR COMPLAINTS TABLE  #1                            TIME:
  KEY IS VENDOR NUMBER AND COMPLAINT NUMBER              TERM:

  VENDOR NUMBER......: ......... .. :

    COMPLAINT          DATE    SEV                 TITLE
      .....
      .....
      .....
      .....
      .....
      .....
      .....
      .....
      .....
      .....
      .....
      .....
      .....
      .....
```

Purpose   The purpose of the Vendor Complaints Table is to provide the user with the ability to obtain a clear status of a vendor with respect to complaints, their severity and title. The screen does not allow the maintenance of the displayed data.

**Screen
Characteristics**   Inquire VCOM Table.

**Procedure
Cross-Reference**   Chapter 2 Vendor Database Maintenance;

8.1 Inquire Vendor Record(s) Data.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Unprotected. Key. If left blank the system will start with the first vendor in the database. If entered, the system will return the information for the vendor specified.
Vendor Title	30	Protected. This is the vendor name from the vendor database.
Complaint	5	Unprotected. Key. The number of the complaint against this vendor that has its summary information displayed. If left blank the system will start with the first complaint in the database for the vendor specified. If entered, the system will return the information for the complaint specified.
Date	8	Protected. The date of the complaint.
Severity	2	Protected. This code describes the severity of the complaint.
Title	40	Protected. This is the title of the complaint.

VCO2   Vendor Complaints Table #2

```
ENTER FUNCTION: .............. TRANS:  VC02
                                                          DATE:
  VENDOR COMPLAINTS TABLE  #2                             TIME:
  KEY IS VENDOR NUMBER AND COMPLAINT NUMBER               TERM:

  VENDOR NUMBER......: ......... .. :
  COMPLAINT NO.......: .....
  TITLE LINE 1.......: ............................
  TITLE LINE 2.......: ............................
  STATUS CODE........: .        :
  STATUS CHANGE DATE.:
  COMPLAINT AGENCY...: ......  :
  COMPLAINT DATE.....: ........
  DATE RECEIVED......: ........              APPROX PRICE...: ............
  ORDER NUMBER.......: ..........           LAST USER ID...:
  CONTRACT NUMBER....: ..........           LAST CHG DATE..:
  DOCUMENT TYPE......: ... :                CLASS/SUBCLASS.: ... ..
  COMPLAINT CODE.....: .        :
  SEVERITY CODE......: ..        :
  PROCURING AGENCY...: ......    :
  RESOLUTION CODE....: ...       :
  RESOLUTION DATE....: ........              RESOLUTION REQD DATE: ........
```

Purpose   The purpose of the Vendor Header Complaint Table #2 is to provide the user with detailed information on the complaint status of a particular vendor. Additionally the user can add and maintain records to the database using this table. Access is granted only to those vendors for which the user has security access.

Screen
Characteristics   Add, Change, Delete and Inquire VCOM Table.

Procedure
Cross-Reference   Chapter 2 Vendor Database Maintenance;

5.1 Add Vendor Complaints Table
5.2 Change Vendor Complaints Table
5.3 Delete Vendor Complaints Table
5.4 Inquire Vendor Complaints Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Unprotected. Key. Required. If left blank the system will start with the first vendor number in the database. If entered, information for the specified vendor will be returned.
Vendor Name	30	Protected entry. This is the vendor name from the VEND table.
Complaint No	5	Unprotected. Key. Required. The number of the complaint against this vendor that has its detail information displayed.
Title Line 1	30	Unprotected. Required. The first thirty characters of the descriptive title of this complaint.
Title Line 2	30	Unprotected. Optional. The second thirty characters of the descriptive title of this complaint, if the title exceeds thirty characters in length.
Status Code	1	Unprotected. Required. This code describes the current status of the complaint. Must be a valid entry in BTAB table VC (VCOM Status Code).
Status Code Title	30	Protected. The interpretation of the status code from the BTAB table VC (VCOM Status Code).
Status Change Date	8	Protected. This is the date on which the status code was last changed. It is a system-maintained field.
Complaint Agency	6	Unprotected. Required. This is the number of the agency that registered this complaint against the vendor. The agency must be valid entry in the AGCY table.
Agency Name	35	Protected. The name of the agency as provided from the Agency database.
Complaint Date	8	Unprotected. Required. This is the date that the complaint occurred.
Date Received	8	Unprotected. Required. This is the date the complaint was received and/or entered into the system.

Field Completion

Field	Size	Description
Approx Price	9.2	Unprotected. The approximate price, or value, of the goods or services affected by this complaint.
Order Number	10	Unprotected. Required. The number of the order against which this complaint is registered.
Last User ID	8	Protected. This is the user ID of the last user to access this complaint record. This is a system-maintained field.
Contract Number	10	Protected. The number of the contract against which this complaint is registered.
Last Chg Date	8	Protected. The date on which this record was last changed. This is a system-maintained field.
Document Type	3	Unprotected. This code describes the type of order or contract against which this complaint is registered. Must be a valid entry in BTAB table DT (Document Type).
Document Type Title	20	Protected. The interpretation of the document type code from BTAB Table DT (Document Type).
Class/Sub-class	5	Unprotected. The Commodity class and sub-class of the goods or services affected by this complaint.
Complaint Code	1	Unprotected. Required. This code describes the nature of this complaint. Must be a valid entry in BTAB table BT (Complaint Code).
Complaint Code Title	30	Protected. The interpretation of the complaint code from the BTAB table BT (Complaint Code).
Severity Code	2	Unprotected. Required. This indicator describes the severity of this complaint. Must be a valid entry in BTAB table SI (Severity Indicator).
Severity Title	30	Protected. This is the interpretation of the Severity code from the BTAB table SI (Severity Indicator).
Procuring Agency	6	Unprotected. Required. The number of the agency that procured the goods or services against which this complaint is registered. Must be valid entry in the AGCY Table.
Procuring Agency Title	35	Protected. The interpretation of the agency number from the AGCY Table.

Field Completion

Field	Size	Description
Resolution Code	3	Unprotected. This code describes the final disposition of this complaint. Must be a valid entry in BTAB table BF (Resolution Code).
Resolution Title	30	Protected. The interpretation of the Resolution Code from the BTAB table BF (Resolution Code).
Resolution Date	8	Unprotected. This is the date on which final resolution of this complaint occurred.
Resolution Reqd Date	8	Unprotected. This is the date by which Required Date resolution of this complaint is required.

VCO3   Vendor Complaints Table #3

```
ENTER FUNCTION: .............. TRANS:  VC03
                                                          DATE:
  VENDOR COMPLAINTS TABLE #3                              TIME:
  KEY IS VENDOR NUMBER AND COMPLAINT NUMBER              TERM:

  VENDOR NUMBER......: ......... ..  :
  COMPLAINT NO.......: .....
  TITLE LINE 1.......:
  TITLE LINE 2.......:

  AGENCY CONTACT.....: ................................
  AGENCY PHONE.......: ... - ... - .... - ....
  VENDOR CONTACT.....: ................................
  VENDOR PHONE.......: ... - ... - .... - ....
  COMPLAINANT NAME...: ................................
  COMPLAINANT TITLE..: ................................
  TEXT: ......................................................................
        ......................................................................
        ......................................................................
        ......................................................................
        ......................................................................
        ......................................................................
```

Purpose

The purpose of the Vendor Header Complaint Header Table # 3 is to provide the user with the ability to inquire and change vendor Complaint header records that are not visible on other screens. Access is granted only to those records for which the user has security access.

Screen Characteristics

Change and Inquire VCOM Table.

Procedure Cross-Reference

Chapter 2 Vendor Database Maintenance;

5.2 Change Vendor Complaints Table
5.4 Inquire Vendor Complaints Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Unprotected. Key. Required. If left blank the system will start the vendor list with the first vendor in the database. If specified the system will return the list for the vendor specified.
Vendor Title	30	Protected. The vendor's name from the VEND table.
Complaint No	5	Unprotected. Key. Required. If left blank the system will start with the first Complaint Number for the vendor. If entered the system will return with the vendor/Complaint number combination specified.
Title Line 1	40	Protected. The first thirty characters of the descriptive title of this complaint.
Title Line 2	40	Protected. The second thirty characters of the descriptive title of this complaint, if the title exceeds thirty characters in length.
Agency Contact	35	Unprotected. Required. The name of the agency contact person.
Agency Phone	14	Unprotected. The phone number of the contact person in the agency that reported this complaint.
Vendor Contact	35	Unprotected. The name of the contact person for the vendor against whom this complaint is registered.
Vendor Phone	14	Unprotected. The phone number of the contact person for the vendor against whom this complaint is registered.
Complainant Name	35	Unprotected. Required. The name of the person who registered this complaint.
Complainant Title	35	Unprotected. The title of the person who registered this complaint.
Text	6x70	Unprotected. Optional. Text detailing the complaint being made against the vendor.

VENC   Common Vendor Table

```
ENTER FUNCTION:                 TRANS: VENC
 COMMON VENDOR TABLE (KEY IS VENDOR CODE)                    DATE:
                                                             TIME:
VENDOR CODE.:                                                TERM:
NAME........:                           --------REMIT-TO-ADDRESS--------
NAME2.......:
ADDRESS.....:
ADDRESS2....:
CITY/ST/ZIP.:
PARISH......:      :                              :
COUNTRY.....:      :                              :
CONTACT.....:
PHONE.......:        -       -       -              -       -
EMAIL.......:
FAX NUMBER..:        -       -                      -       -

FEIN/SSAN...:              PRIMARY VENDOR IND:
1099 VENDOR IND..:           MASTER VEND IND:
BACKUP-WITHOLDING:          PREVENT DELETION:
REQUESTING AGENCY:         :

STATUS CODE....:   :                            ACTIVATE (Y/N/C/P/S).:
```

Purpose   The purpose of the Common Vendor Table (VENC) screen is to provide the user with the ability to add vendor header and type 1 and 4 address records in AGPS and AFS. Access is granted only to those vendors for which the user has security access.

**Screen
Characteristics**   Add, Change, and Inquire VEND/VADR Table

**Procedure
Cross-Reference**   Chapter 2 Vendor Database Maintenance;

1.1 Add Common Vendor Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Code	11	Unprotected. Key. Required. If left blank on inquiry, the system will start with the first vendor in the database. If entered, the screen will return the specified vendor.
Name	30	Unprotected. Required. This is the first line of the name of the vendor.
Name2	30	Unprotected. This is the second line of the name of the vendor. It is used for vendors with names in excess of thirty characters.
Address	25	Unprotected. Required. This is the first line of the street address of the vendor.
Address2	25	Unprotected. This is the second line of the street address of the vendor.
Remit To Address Address	25	Unprotected. Optional. This is the first line of the street address of the remit to vendor address. Used to record the mailing address printed on the check if different than the main address.
Remit To Address Address2	25	Unprotected. Optional. This is the second line of the street address of the remit to vendor address.
City	15	Unprotected. Required. This is the city in which the vendor address is located.
Remit To Address City	15	Unprotected. Optional. Required if Remit To Address line 1 is greater than spaces. This is the city in which the vendor address is located.
State	2	Unprotected. Required if Country Code is 'US'. Must be spaces if Country Code is not 'US'. This is the standard United States Postal Service two letter code for the state in which the vendor address is located. Must be a valid entry in BTAB table ST (State Code).

Field Completion

Field	Size	Description
Remit To Address State	2	Unprotected. Optional. Required if Remit To Address line 1 is greater than spaces and Country Code is 'US'. Must be spaces if Remit To Address line 1 is greater than spaces and Remit Country Code is not 'US'. This is the standard United States Postal Service two letter code for the state in which the vendor address is located. Must be a valid entry in BTAB table ST (State Code).
Zip	11	Unprotected. Required. This is the zip code (for domestic vendor) or postal code (for foreign vendors) in which this vendor address is located.
Remit To Address Zip	11	Unprotected. Optional. Required if Remit To Address line 1 is greater than spaces. This is the zip code (for domestic vendor) or postal code (for foreign vendors) in which this vendor address is located.
Parish	2	Unprotected. Required if State is 'LA'. This is the parish code in which this vendor address is located. Must be a valid entry in BTAB table CC (Parish Code).
Remit To Address Parish	2	Unprotected. Optional. Required if Remit To Address line 1 is greater than spaces and Remit State is 'LA'. This is the parish code in which this vendor address is located. Must be a valid entry in BTAB table CC (Parish Code).
Country Code	2	Unprotected. Required. This code identifies the country in which this vendor address is located. Must be a valid entry in BTAB table CR (Country Code). Defaults to **US** if left blank.
Remit To Address Country Code	2	Unprotected. Optional. Required if Remit To Address line 1 is greater than spaces. This code identifies the country in which this vendor address is located. Must be a valid entry in BTAB table CR (Country Code). Defaults to **US** if left blank.
Contact	30	Unprotected. Required. The name of the person to contact if any communication with this vendor is necessary.
Remit To Address Contact	30	Unprotected. Optional. Required if Remit To Address line 1 is greater than spaces. The name of the person to contact if any communication with this vendor is necessary.

Field Completion

Field	Size	Description
Phone	14	Unprotected. Required. The area code, exchange, and number of the phone number for the contact person.
Remit To Address Phone	10	Unprotected. Optional. The area code, exchange, and number of the phone number for the contact person.
EMAIL	50	Unprotected. Optional. The email address for the vendor contact person.
Remit to Address EMAIL	50	Unprotected. Optional. The email address for the vendor contact person.
Fax Number	10	Unprotected. Optional. The fax number for the vendor contact person (area code – prefix – number).
Remit to Address Fax Number	10	Unprotected. Optional. The fax number for the vendor contact person (area code – prefix – number).
FEIN/SSAN	9	Unprotected. Required. Used to record the vendor's Federal Employer Identification Number (FEIN) or Social Security Account Number (SSAN).
Primary Vendor Ind	1	Unprotected. Required. Used to indicate if other locations use the Taxpayer Identification Number in the vendor file. Valid entries are 'Y' and 'N'. System defaults to 'N'.
1099 Vendor Ind	1	Unprotected. Required. Used to indicate whether or not the vendor is a 1099 vendor. Valid entries are 'Y' or 'N'. System defaults to 'N'.
Master Vend Ind	1	Unprotected. Required. Used to indicate the master vendor for 1099 purposes. Valid entries are 'Y' or 'N'. System should validate that no other vendor with the same value in the FEIN/SSAN field is already established as a master vendor.
Backup-Withholding	1	Unprotected. Required. Used to indicate whether or not a vendor is subject to backup withholding. Valid entries are 'Y' and 'N'. System defaults to 'N'. 'Y' can only be entered if the 1099 Vendor Indicator is also 'Y'.
Prevent Deletion	1	Unprotected. Required. Valid entries are 'Y' or 'N'. System defaults to 'N'. Field should only be set to 'Y' by OSRAP.
Requesting Agency	6	Unprotected. Required. Used to identify the agency requesting the establishment of a new vendor record. Defaults to user's Executive Agency number. OSRAP is the only agency authorized to update this field.

Field Completion

Field	Size	Description
Agency Title	35	Protected. Inferred title of the agency from the AGCY table.
Status Code	1	Protected. The current status of the vendor record.
Status Code Title	10	Protected. Inferred title of the vendor status. 1 = Active, 2 = Inactive, 3 = Suspended, 4 = Debarred, 5 = Casual, 6 = Pending Inactive, 7 = CFMS Pending Inactive.
Activation	1	Unprotected. **C** required for add. OSRAP is the only agency allowed to activate ('Y'), inactivate ('N'), pending inactive ('P'), or pending inactive CFMS ('S') a vendor. Updates hold-payment indicator on AFS to 'N' if Active or to 'Y' if Inactive or Casual Vendor. Updates vendor status on AGPS to '5' if Casual Vendor, '1' if Active, '2' if Inactive, '6' if Pending Inactive, or '7' if Pending Inactive CFMS.

VEND   Vendor Header Table #1

```
ENTER FUNCTION: ...........  TRANS:  VEND
                                                        DATE:
VENDOR HEADER TABLE  #1                                  TIME:
KEY IS VENDOR NUMBER (11)                                TERM:
VENDOR NUMBER......: ......... ..
VENDOR NAME 1......:
VENDOR NAME 2......:
PAY TO AGENCY......:         :
STATUS CODE.......: .   :                     CHANGE DATE:
DBA NAME...........: .............................
CONTACT PERSON.....:
CONTACT TITLE.....: .............................
PHONE NO..........:       -     -     -     TOLL FREE NO: ... - ... - ....
DATE ENTERED.......:
PREVIOUS NAME 1....: .............................
PREVIOUS NAME 2....: .............................
PREV / NEW NO......: ......... .. :
USER ID LAST CHANGE:         DATE LAST CHANGED:
SUSPEND/DEBAR DATE.: ........   FEE EXPIRE DATE:        FEE PAID IND: .
EXPIRATION DATE....:                                   NOTES EXIST:
SUSPEND/DEBAR TYPE.: .. :
RESPONSIBLE AGENCY.:        :
```

Purpose   The purpose of the Vendor Header Table #1 is to provide the user with the ability to record vendors and to maintain those records. The vendor number can be up to eleven digits in length. Generally it is either the Federal Employer Identification Number (FEIN) or the vendor's Social Security Account Number (SSAN). The vendor number includes a two-digit agency suffix normally used for identification of vendor location. Security is based on responsible agency and access is granted only to those records for which the user has security access.

**Screen
Characteristics**   Change and Inquire VEND Table.

**Procedure
Cross-Reference**   Chapter 2 Vendor Database Maintenance;

        1.2 Change Vendor Header Table
        1.3 Inquire Vendor Header Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Unprotected. Key. Required. If adding a new vendor a unique number must be entered by the user. If left blank on an inquiry, the system will return the first vendor number in the database.
Vendor Name 1	30	Protected. This is the first line of the name of the vendor.
Vendor Name 2	30	Protected. This is the second line of the name of the vendor. It is used for vendors with names in excess of thirty characters.
Pay To Agency	6	Unprotected. Optional. This field should be entered only if the vendor (supplier) is a Louisiana state agency. If entered, agency must have accounting information already setup in AACG table for the current Fiscal Year.
Pay To Agency Name	35	Protected. The name of the pay to agency as provided from the Agency database.
Status Code	1	Unprotected. This describes the current status of the vendor. Must be a valid entry in BTAB table VS (Vendor Status Code). System default value is 0.
Status Code Title	30	Protected. This is the interpretation of the status code from BTAB table VS. (Vendor Status Code).
Change Date	8	Protected. The date on which the status code was last changed. This is a system-maintained field.
DBA Name	30	Unprotected. This is an alternate "Doing Business As" name for this vendor. It is used when a vendor does business under a different name than the vendor Name 1 and 2 above (e.g.- IBM might be the DBA Name for International Business Machines, Inc.).
Contact Person	35	Protected. The name of the person to contact if any communication with this vendor is necessary.

Field Completion

Field	Size	Description
Contact Title	30	Unprotected. Required. The title of the Contact Person identified for this vendor.
Phone No	14	Protected. The area code, exchange, number, and extension of the phone number for the contact person.
Toll Free No	10	Unprotected. Used to record the toll free number for the vendor, if applicable.
Date Entered	8	Protected. The date that this vendor was added to the vendor file. This field is system-maintained.
Previous Name 1	30	Unprotected. This is the first line of the former name of this vendor, if its name has changed since the vendor was registered.
Previous Name 2	30	Unprotected. This is the second line of the former name of this vendor, if its name has changed since it was registered. It is used for vendors whose Previous Name is in excess of thirty characters.
Prev / New No	11	Unprotected. For an active vendor, this is the vendor number by which this vendor was previously identified, if applicable. For an inactive vendor, this is the vendor number by which this vendor is currently identified. This information may be used to maintain continuity when there is a merger or acquisition of an existing vendor that causes its vendor number to change.
Prev/New No Name	30	Protected. The name associated with the previous or new vendor number from the Vendor database.
User ID Last Change	8	Protected. This is the user ID of the last user to change this vendor record. This is a system-maintained field.
Date Last Changed	8	Protected. This is the date of the last change to this record. It corresponds with the User ID Last Change. This is a system-maintained field.
Suspend/Debar Date	8	Unprotected. This is the date on which this vendor was suspended or debarred, if applicable.
Fee Expire Date	8	Protected. This will indicate the expiration date of the vendor enrollment period.
Fee Paid Ind	1	Protected. This indicates if the vendor is eligible for the automatic bid process.

Field Completion

Field	Size	Description
Expiration Date	8	Unprotected. For suspended or debarred vendors, this is the date that the suspension or debarment expires.
Notes Exist	1	Protected. Maintained by the system. Used to indicate if VNTE text present for this vendor. Displays are Y (Yes) or N (No).
Suspend/Debar Type	2	Unprotected. This code describes the suspension or debarment that is in effect. Must be a valid entry in BTAB table SS (Type of Suspension).
Suspend/Debar Title	30	Protected. The interpretation of the code form the BTAB table SS (Type of Suspension).
Responsible Agency	6	Protected. The agency number identifying the agency that is responsible for the adding and maintaining this vendor record.
Agency Name	35	Protected. The name of the responsible agency as provided from the Agency database.

VEN2   Vendor Header Table #2

```
ENTER FUNCTION: ............  TRANS:VEN2
                                                       DATE:
VENDOR HEADER TABLE  #2 : KEY IS VENDOR NUMBER          TIME:
                                                       TERM:
VENDOR NUMBER......: ......... ..
VENDOR NAME 1......:
VENDOR NAME 2......:
BUSINESS TYPE......: ..   :
ORGANIZATION TYPE..: ..   :
BUSINESS OWNERSHIP.: ..   :
ETHNICITY..........: ..   :
PARISH CODE........: ...  :
RATING CODE........: .    :
BID APPL RECD DATE.: ........   DUN AND BRAD NO....: ..........
REMITTANCE VENDOR..: .........  REMITTANCE SUFFIX..: ..
INCORPORATION STATE: ..         COMPANY SIZE.......:       GROSS REVENUE:.
INCORPORATION DATE.: ........   NUMBER OF EMPLOYEES: ......  OUT OF STATE:
PAYMENT HOLD.......: .          RECIPROCITY STATE..: ..
INDEPENDENT OWNED..: ..         MINIMUM QUOTATION..: ............
OUT OF COUNTRY IND.: .    STKHLDR DISCLOSURE.: .   DATE FILED: ........
CVT CODE...........: .....
```

Purpose   The purpose of the Vendor Header Table # 2 is to give the user the ability to maintain vendor
                     Business data. This table will only allow the maintenance of existing records and will not
                     allow the user to delete records. Access is granted only to those vendors for which the user
                     has security access.

**Screen
Characteristics**   Change and Inquire VEND Table.

**Procedure
Cross-Reference**   Chapter 2 Vendor Database Maintenance;

                     2.1 Change Vendor Header Table #2
                     2.2 Inquire Vendor Header Table #2

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Unprotected. Key. If left blank the system will start with the first vendor number in the database. If a vendor number is entered the program will return the specified vendor.
Vendor Name 1	30	Protected. This is the first line of the name of the vendor from the VEND table.
Vendor Name 2	30	Protected. This is the second line of the name of the vendor from the VEND table.
Business Type	2	Unprotected. Required. This code describes the vendor's type of business. Must be a valid entry in BTAB table BU (Business Type). System default value is 0.
Business Type Title	30	Protected. The interpretation of the business code from the BTAB table BU (Business Type).
Organization Type	2	Unprotected. This code describes the vendor's organization structure. Must be a valid entry in BTAB table OT (Organization Type). System default value is U.
Organization Type Title	30	Protected. The interpretation of the organization type from the BTAB table OT (Organization Type).
Business Ownership	2	Unprotected. Required. This code describes the business ownership of this vendor. It is used to identify "disadvantaged" vendors such as minority-owned and woman-owned business, and to identify whether or not this vendor is approved (certified) for the ownership category described. Must be a valid entry in BTAB table BO (Business Ownership). System default value is U.

Field Completion

Field	Size	Description
Business Ownership Title	30	Protected. The interpretation of the business ownership code from BTAB table BO (Business Ownership).
Ethnicity	2	Unprotected. Required. This code describes the ethnicity of this vendor. This information may be used for reporting compliance with set asides for particular "disadvantaged" vendors. Must be a valid entry in BTAB table EC (Ethnicity Code). System default value is U.
Ethnicity Title	30	Protected. The interpretation of the Ethnicity Code from the BTAB table EC (Ethnicity Code).
Parish Code	3	Protected. This code describes the parish in which this vendor resides.
Parish Code Title	30	Protected. The interpretation of the parish code from the BTAB table CC (Parish Code).
Rating Code	1	Unprotected. Optional. Used to indicate the vendor performance rating of the vendor. Must be valid entry in BTAB Table RC (Rating Code). Default is 0.
Rating Code Title	30	Protected. Interpretation of the vendor rating code from BTAB Table RC (Rating Code).
Bid Appl Recd Date	8	Unprotected. Optional. This is the date that the vendor bid application package was received from the vendor completed for vendor registration.
Dun And Brad No	10	Unprotected. Optional. Used to record the vendor's Dun and Bradstreet Number.
Remittance Vendor	9	Unprotected. Optional. Used to record the remittance vendor code if different from the vendor code of this address record.
Remittance Suffix	2	Unprotected. Optional. Input only if remittance vendor code is greater than spaces.
Incorporation State	2	Unprotected. Optional. For vendors that are corporations, this code describes the state in which this vendor is incorporated. Must be a valid entry in BTAB table ST (State Code).
Company Size	2	Protected. This code describes the size of this vendor. Must be a valid entry in BTAB table CZ (Company Size). System default value is U.

Field Completion

Field	Size	Description
Gross Revenue	1	Unprotected. Required. This code reflects the gross revenue for this vendor. Must be a valid entry in BTAB table GR (Gross Revenue). System default value is 0.
Incorporation Date	8	Unprotected. For corporations, this is date that the corporation was incorporated.
Number of Employees	6	Unprotected. The number of employees for this vendor.
Out of State	1	Unprotected. This indicator describes whether this vendor is from another state. Valid entries are Y and N. System default value is N.
Payment Hold	1	Unprotected. Required. This indicator describes whether payments to this vendor are to be held. Valid entries are Y and N. System default value is N.
Reciprocity State	2	Unprotected. This indicator is used to show if a vendor is from a reciprocity state. Entry must be a valid code in BTAB Table ST (State Code). Required if vendor is out of state (Out of State = Y).
Independent Owned	2	Unprotected. Required. This code describes whether this vendor is independently owned. Valid entries are Y and N. System default value is N.
Minimum Quotation	9.2	Unprotected. For vendors with a minimum quotation amount, this describes the smallest dollar value that this vendor wishes to have apply to a single purchasing transaction. System default value is 0.00.
Out of Country Ind	1	Unprotected. Required. This indicator describes whether this vendor is located outside the US. If so, the edits on its zip code are relaxed to permit foreign postal codes. Valid entries are Y and N. System default value is N.
Stkhldr Disclosure	1	Unprotected. Required. This indicator describes whether a required stockholders' disclosure has been filed. Valid entries are Y and N. System default value is N.
Date Filed	8	Unprotected. This is the date that the required stockholders' disclosure was filed.
CVT Code	5	Unprotected. Optional. Used to record the CVT (County Village Township) code of the vendor, if applicable.

VEN3   Vendor Header Table #3

```
ENTER FUNCTION: ..........  TRANS:  VEN3
                                                        DATE:
 VENDOR HEADER TABLE  #3                                TIME:
 KEY IS VENDOR NUMBER                                   TERM:
 VENDOR NUMBER......: ......... .. :
                                  :

                    AMT AWARDED      AMT CHANGED     NET AWARD
 FYTD...............:
 QTD................:
 MTD................:
 PRIOR FYTD.........:

                    ACTIVE NUMBER   FYTD NUMBER     PFY NUMBER
 COMPLAINT CODE 1...:
 COMPLAINT CODE 2...:
 COMPLAINT CODE 3...:
 COMPLAINT CODE 4...:
 COMPLAINT CODE 5...:
 COMPLAINT CODE 6...:
 COMPLAINT CODE 7...:
 TOTAL COMPLAINTS...:
```

Purpose

The purpose of the Vendor Header Table #3 is to provide the user with the ability to inquire a summary of the vendor's performance. This is an inquiry only screen. Access is allowed to records for which the user has security access.

Screen Characteristics

Inquire VEND Table.

Procedure Cross-Reference

Chapter 2 Vendor Database Maintenance;

8.1 Inquire Vendor Record(s) Data.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Unprotected. Key. If left blank the system will start with the first vendor number in the database. If a vendor number is entered, the program will return vendor specified.
Vendor Number Title	30	Protected. The vendor name from the VEND Table.
FYTD AMT Awarded	9.2	Protected. System maintained. The dollar value of the awards made to this vendor in the current fiscal year. System default value is 0.00.
FYTD Amt Changed	9.2	Protected. System maintained. The dollar value of the change orders made to this vendor in the current fiscal year. System default value is 0.00.
FYTD Net Award	9.2	Protected. System maintained. The net dollar value (awards + change orders) of the awards/changes made to this vendor in the current fiscal year. System default value is 0.00.
QTD Amt Awarded	9.2	Protected. System maintained. The dollar value of the awards made to this vendor in the current fiscal quarter. System default value is 0.00.
QTD Amt Changed	9.2	Protected. System maintained. The dollar value of the change orders made to this vendor in the current fiscal quarter. System default value is 0.00.
QTD Net Award	9.2	Protected. System maintained. The net dollar value (awards + change orders) of the awards/changes made to this vendor in the current fiscal quarter. System default value is 0.00.
MTD Amt Awarded	9.2	Protected. System maintained. The dollar value of the awards made to this vendor in the current fiscal month. System default value is 0.00.
MTD Amt Changed	9.2	Protected. System maintained. The dollar value of the change orders made to this vendor in the current fiscal month. System default value is 0.00.

Field Completion

Field	Size	Description
MTD Net Award	9.2	Protected. System maintained. The net dollar value (awards + change orders) of the awards/changes made to this vendor in the current fiscal month. System default value is 0.00.
Prior FYTD Amt Awarded	9.2	Protected. System maintained. The dollar value of the awards made to this vendor in the prior fiscal year. System default value is 0.00.
Prior FYTD Amt Changed	9.2	Protected. System maintained. The dollar value of the change orders made to this vendor in the prior fiscal year. System default value is 0.00.
Prior FYTD - Net Award	9.2	Protected. System maintained. The net dollar value (awards + change orders) of the awards/changes made to this vendor in the prior fiscal year. System default value is 0.00.
Complaint Code 1-7 - Active Number	4	Protected. System maintained. The number of active complaints with this complaint code against this vendor. System default value is 0.
Complaint Code 1-7 - FYTD Number	4	Protected. System maintained. The number of active complaints with this complaint code against this vendor in the current fiscal year. System default value is 0.
Complaint Code 1-7 PFY Number	4	Protected. System maintained. The number of complaints with this complaint code against this vendor in the prior fiscal year. System default value is 0.
Total Complaints - Active Number	4	Protected. System maintained. The total number of active complaints against this vendor. System default value is 0.
Total Complaints - FYTD Number	4	Protected. System maintained. The total number of complaints against this vendor in the current fiscal year. System default value is 0.
Total Complaints - PFY Number	4	Protected. System maintained. The total number of complaints against this vendor in the prior fiscal year. System default value is 0.

VEN4   Vendor Header Table #4

```
ENTER FUNCTION: ...........  TRANS:  VEN4
                                                            DATE:
 VENDOR HEADER TABLE  #4                                    TIME:
 KEY IS VENDOR NUMBER                                       TERM:

 VENDOR NUMBER......: ......... ..
 VENDOR NAME 1......:
 VENDOR NAME 2......:

 FYTD AWARD COUNT...:              FORMAL SOLIC COUNT......:
 QTD  AWARD COUNT...:              RESPONSE COUNT..........:
 MTD  AWARD COUNT...:              NO RESPONSE COUNT.......:
 PFY  AWARD COUNT...:              NO BID COUNT............:
 FYTD CHANGE COUNT..:              INFORMAL SOLIC COUNT....:
 QTD  CHANGE COUNT..:              RESPONSE COUNT..........:
 MTD  CHANGE COUNT..:              NO RESPONSE COUNT.......:
 PFY  CHANGE COUNT..:              NO BID COUNT............:

 DELIVERY DATE PERFORMANCE:   LAST(1)    PRIOR(2)    PRIOR(3)
      EXPECTED DELIVERY..: ........   ........   ........
      ACTUAL DELIVERY....: ........   ........   ........
      VARIANCE...........: ....       ....       ....
```

Purpose   The purpose of the Vendor Header Table #4 is to provide the user with the ability to inquire a
                       summary of vendor bid and award history. This is an inquiry only screen. Access is allowed
                       to vendors for which the user has security access.

**Screen
Characteristics**   Inquire VEND Table.

**Procedure
Cross-Reference**   Chapter 2 Vendor Database Maintenance;

                       8.1 Inquire Vendor Record(s) Data.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Unprotected. Key. If left blank the system will start with the first vendor number in the database. If a vendor number is input the program will bring up the record for the vendor number specified.
Vendor Name 1	30	Protected. This is the first line of the vendor name from the VEND table.
Vendor Name 2	30	Protected. This is the second line of the vendor name from the VEND table.
FYTD Award Count	5	Protected. System maintained. The number of awards made to this vendor in the current fiscal year. System default value is 0.
Formal Solic Count	3	Protected. System maintained. The number of formal Requests For Proposal (over bid limit) sent this vendor. System default value is 0.
QTD Award Count	5	Protected. System maintained. The number of awards made to this vendor in the current fiscal quarter. System default value is 0.
Response Count	3	Protected. System maintained. The number of formal Requests For Proposal to which this vendor has responded. System default value is 0.
MTD Award Count	5	Protected. System maintained. The number of awards made to this vendor in the current fiscal month. System default value is 0.
No Response Count	3	Protected. System maintained. The number of formal Requests For Proposal to which this vendor has not responded. System default value is 0.
PFY Award Count	5	Protected. System maintained. The number of awards made to this vendor in the prior fiscal year. System default value is 0.
No Bid Count	3	Protected. System maintained. The number of formal Requests For Proposal for which this vendor submitted a "no bid" response. System default value is 0.
FYTD Change Count	5	Protected. System maintained. The number of change orders made to this vendor in the current fiscal year. System default value is 0.

Field Completion

Field	Size	Description
Informal Solic Count	3	Protected. System maintained. The number of informal Requests For Proposal (less than bid limit) that was sent this vendor. System default value is 0.
QTD Change Count	5	Protected. System maintained. The number of change orders made to this vendor in the current fiscal quarter. System default value is 0.
Response Count	3	Protected. System maintained. The number of informal Requests For Proposal to which this vendor has responded. System default value is 0.
MTD Change Count	5	Protected. System maintained. The number of change orders made to this vendor in the current fiscal month. System default value is 0.
No Response Count	3	Protected. System maintained. The number of informal Requests For Proposal to which this vendor has not responded. System default value is 0.
PFY Change Count	5	Protected. System maintained. The number of change orders made to this vendor in the prior fiscal year. System default value is 0.
No Bid Count	3	Protected. System maintained. The number of informal Requests For Proposal for which this vendor submitted a "no bid" response. System default value is 0.
Expected Del.Date 1	8	Protected. System maintained. The expected delivery date for the most recent order issued to this vendor.
Expected Del.Date 2	8	Protected. System maintained. The expected delivery date for the second most recent order issued to this vendor.
Expected Del.Date 3	8	Protected. System maintained. The expected delivery date for the third most recent order issued to this vendor.
Actual Del.Date 1	8	Protected. System maintained. The actual delivery date for the most recent order issued to this vendor.
Actual Del.Date 2	8	Protected. System maintained. The actual delivery date for the second most recent order issued to this vendor.
Actual Del.Date 3	8	Protected. System maintained. The actual delivery date for the third most recent order issued to this vendor.
Variance 1	4	Protected. System maintained. The difference between the expected and actual delivery dates for the most recent order issued to this vendor. A negative value indicates late delivery.

Field Completion

Field	Size	Description
Variance 2	4	Protected. System maintained. The difference between the expected and actual delivery dates for the second most recent order issued to this vendor. A negative value indicates late delivery.
Variance 3	4	Protected. System maintained. The difference between the expected and actual delivery dates for the third most recent order issued to this vendor. A negative value indicates late delivery.

VENI   Vendors by Location Table

```
ENTER FUNCTION: ...........  TRANS:  VENI
 VENDORS BY LOCATION              KEY IS VENDOR NUMBER
VENDOR: .........
TAG  NAME AND ADDRESS                   TELEPHONE       STAT/ADDED
---  ----------------------------- -----------------   ----------
..



    ..




..
```

Purpose   The purpose of the Vendors by Location table is to provide the user with the ability to inquire
                         the general and solicitation addresses for each vendor number location designation.

**Screen
Characteristics**   Inquire VADR Table.

**Procedure
Cross-Reference**   Chapter 2 Vendor Database Maintenance;

                         8.1 Inquire Vendor Record(s) Data.

Field Completion

Field	Size	Description
Vendor (Number)	9	Unprotected. Key. Required entry. If left blank on an inquiry, the system will return the first vendor number in the database.
Tag (Location)	2	Unprotected. Required. 2-Digit designator listing the various physical locations for a Vendor Number. Identifies the general and solicitation addresses given for each location.
(Vendor) Name	30	Protected. The Vendor Name from the VEND Table.
Telephone	3/3/4/4	Protected. Inferred vendor number for the address displayed.
Stat	1	Protected. Inferred status of VEND Table record for vendor/location number.
Added	8	Protected. Inferred date VEND Table record created for vendor/location number.
(Gen) Address 1	25	Protected. This is the first line of the street address of the vendor.
(Gen) Address 2	25	Protected. This is the second line of the street address of the vendor.
(Gen) City	15	Protected. This is the city in which the vendor address is located.
(Gen) State	2	Protected. This is the standard two letter code for the state in which the vendor address is located .
(Gen) Zip Code	5/4/2	Protected. This is the zip code or postal code in which the vendor address is located.
(Sol) Address 1	25	Protected. This is the first line of the street address of the vendor.
(Sol) Address 2	25	Protected. This is the second line of the street address of the vendor.
(Sol) City	15	Protected. This is the city in which the vendor address is located.
(Sol) State	2	Protected. This is the standard two letter code for the state in which the vendor address is located.
(Sol) Zip Code	5/4/2	Protected. This is the zip code or postal code in which this vendor address is located.

VENL　　　　　　　**Vendor by Location Table**

```
ENTER FUNCTION: ...........  TRANS:  VENL
                                                          DATE:
VENDOR BY LOCATION                                        TIME:
KEY IS VENDOR NAME                                        TERM:
NAME AND ADDRESS              VEND ID AND PHONE    STAT/ADDED
----------------------------- -----------------    ----------
..............................


  - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
..............................



  - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
..............................
```

Purpose	The purpose of the Vendor by Location Table is to provide the user with the ability to inquire vendor general addresses by vendor name and view vendor identification number, phone, status and the date added. Up to three vendors will display on a screen.
Screen Characteristics	Inquire VADR Table.
Procedure Cross-Reference	Chapter 2 Vendor Database Maintenance;

8.1 Inquire Vendor Record(s) Data. |

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
(Vendor) Name	30	Unprotected. Key. The Vendor Name from the VEND Table. If left blank on an inquiry, the system will return the first vendor name in the database.
Vendor ID	11	Protected. Inferred vendor number of the vendor name displayed from VEND Table.
Phone	3/3/4/4	Protected. Inferred vendor number for the address displayed.
Stat	1	Protected. Inferred status of VEND Table record for vendor/location number.
Added	8	Protected. Inferred date VEND Table record created for vendor/location number.
(Gen) Address 1	25	Protected. This is the first line of the street address of the vendor.
(Gen) Address 2	25	Protected. This is the second line of the street address of the vendor.
(Gen) City	15	Protected. This is the city in which the vendor address is located.
(Gen) State	2	Protected. This is the standard two letter code for the state in which the vendor address is located .
(Gen) Zip Code	5/4/2	Protected. This is the zip code or postal code in which the vendor address is located.

VNAM　　　　Vendors by Name Table

```
ENTER FUNCTION: ...........  TRANS:  VNAM

 VENDORS BY NAME TABLE
 KEY IS VENDOR NAME AND VENDOR NUMBER

         VENDOR NAME          VENDOR NUMBER PREV/NEW VEND    PARISH NAME
 ..............................
 ..............................
 ..............................
 ..............................
 ..............................
 ..............................
 ..............................
 ..............................
 ..............................
 ..............................
 ..............................
 ..............................
 ..............................
 ..............................
 ..............................
 ..............................
```

Purpose　　　　The purpose of the Vendors by Name table is to provide the user with the ability to inquire the vendor table by the vendor name (Line 1 of the vendor name). After obtaining the desired vendor the user can then obtain detail vendor information leafing to the vendor header. Access at that level is based on the user security access level.

Screen Characteristics　　　　Inquire VEND Table.

Procedure Cross-Reference　　　　Chapter 2 Vendor Database Maintenance;

8.1 Inquire Vendor Record(s) Data.

Field Completion

Field	Size	Description
Vendor Name	30	Unprotected. Key. Required. This is the first line of the name of the vendor.
Vendor Number	11	Unprotected. Key. This is the code by which the vendor is identified in the system. Typically, it is either the Federal Employer Identification Number (FEIN) or the vendor's Social Security Account Number (SSAN). The vendor code includes a two-digit address suffix.
Prev/New Vend No.	11	Protected. For an active vendor, this is the vendor number by which this vendor was previously identified. For an inactive vendor, this is the vendor number by which this vendor is presently identified. This information may be used to maintain continuity when there is a merger or acquisition of an existing vendor that causes its vendor number to change.
Parish Name	30	Protected. Interpretation of the vendor's VEND record parish code from BTAB Table CC (Parish Code).

VNDR   Vendor Header and Address Table

```
ENTER FUNCTION: ...........  TRANS:  VNDR
                                                          DATE:
VENDOR/HEADER AND ADDRESS TABLE                           TIME:
KEY IS VENDOR NUMBER                                      TERM:
VENDOR NUMBER......: ......... ..  :

ADDRESS LINE 1.....:
ADDRESS LINE 2.....:
CITY..............:                 STATE:    ZIP:              PARISH:
STATUS CODE.......:    :
BUSINESS TYPE......:    :
ORGANIZATION TYPE..:    :
BUSINESS OWNERSHIP.:    :
ETHNICITY..........:    :
COMPANY SIZE.......:          FYTD NET AWARD AMT.:
STKHLDR DISCLOSURE.:          FYTD # AWARDS......:
DATE FILED.........:          # ACTIVE COMPLAINTS:
# ITB SENT.........:          # ITB RESPONDED....:
# RFQ SENT.........:          # RFQ RESPONDED....:
RESPONSIBLE AGENCY.:          :
```

Purpose   The purpose of the Vendor Header and Address Table is to provide the user with the ability to inquire address of vendors. This table provides the user with basic information about the vendor. Access is granted only to those records for which the user has security access.

Screen
Characteristics   Inquire VEND/VADR Table.

Procedure
Cross-Reference   Chapter 2 Vendor Database Maintenance;

                     8.1 Inquire Vendor Record(s) Data.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Unprotected. Key. Required. If left blank the system will start with the first vendor number in the database. If entered, the system will return the vendor specified.
Vendor Title	2x30	Protected. The vendor name from the VEND table.
Address Line 1	25	Protected. The first line of street address from VADR table. Address type 1.
Address Line 2	25	Protected. The second line of the street address from VADR table. Address type 1.
City	15	Protected. The city from the VADR table. Address type 1.
State	2	Protected. The state from the VADR table.
Zip	5/4/2	Protected. The zip code from the VADR table.
Parish	2	Protected. The parish code from the VADR table.
Status Code	1	Protected. This code describes the current status of the vendor.
Status Code Title	30	Protected. This is the interpretation of the Status Code from the BTAB table VS (Vendor Status Code).
Business Type	2	Protected. This code describes the vendor's type of business.
Business Type Title	30	Protected. The interpretation of the business type from the BTAB table BU (Business Type).
Organization Type	2	Protected. This code describes the vendor's organization type.
Org. Type Title	30	Protected. The interpretation of the organizational type from the BTAB table OT (Organization Type).

Field Completion

Field	Size	Description
Business Ownership	2	Protected. This code describes the vendor's business ownership. It is used to identify "disadvantaged" vendors such as minority-owned and woman-owned business, and to identify whether or not this vendor is approved for the ownership category described.
Title	30	Protected. This is the interpretation of the ownership type code from the BTAB table BO (Business Ownership).
Ethnicity	2	Protected. This code describes the ethnicity of this vendor. This information may be used for reporting compliance with set asides for particular "disadvantaged" vendors.
Ethnicity Title	30	Protected. The interpretation of the ethnicity code from the BTAB table EC (Ethnicity Code).
Company Size	2	Protected. This code describes the size of this vendor.
FYTD Net Award Amt	9.2	Protected. The net dollar value (awards + change orders) of the awards/changes made to this vendor in the current fiscal year.
Stkhldr Disclosure	1	Protected. This indicator describes whether a required stockholders' disclosure has been filed.
FYTD # Awards	5	Protected. The number of awards made to this vendor in the current fiscal year.
Date Filed	8	This is the date that the required stockholders' disclosure was filed.
# Active Complaints	4	Protected. The total number of active complaints against this vendor.
# ITB Sent	3	Protected. The number of Invitations to Bid (ITB) that were sent to this vendor.
# ITB Responded	3	Protected. The number of Invitations to Bid (ITB) to which this vendor has responded.
# RFQ Sent	3	Protected. The number of informal Requests For Proposal that were sent to this vendor.

Field Completion

Field	Size	Description
# RFQ Responded	3	Protected. The number of informal Requests For Proposals to which this vendor has responded.
Responsible Agency	6	Protected. The agency number identifying the agency that is responsible for the adding and maintaining this vendor record.
Agency Title	30	Protected. The name of the responsible agency as provided from the Agency database.

VNTE   **Vendor Notes Table**

```
ENTER FUNCTION: ...........  TRANS:  VNTE
                                                        DATE:
 VENDOR NOTES TABLE : KEY IS VENDOR NUMBER              TIME:
                                                        TERM:
 VENDOR NUMBER......: ......... ..
 VENDOR NAME 1......:
 MAINTAINING AGENCY.:          :
 STATUS CODE........:          :
 TEXT ACTION......: .  LINE NUMBER: ....  LINE TOTAL:

         ---------1---------2---------3---------4---------5---------6---------7
         ................................................................
         ................................................................
         ................................................................
         ................................................................
         ................................................................
         ................................................................
         ................................................................
         ................................................................
         ................................................................
```

Purpose   The purpose of the Vendor Notes table is to provide the user with the ability to record notes
                     about a given vendor. The text format is free form and can be used in any manner that the
                     user desires. Use of this screen would generally be to record information about the vendor in
                     general. Such information would not generally be found in other text areas. VNTE should
                     be considered an electronic note pad. Access is granted to those records for which the user
                     has security access.

**Screen
Characteristics**   Add, Change, Delete/Insert and Inquire VNTE Table.

**Procedure
Cross-Reference**   Chapter 2 Vendor Database Maintenance;

                     7.1 Add Vendor Notes Table
                     7.2 Change Vendor Notes Table
                     7.3 Delete/Insert Vendor Notes Table
                     7.4 Inquire Vendor Notes Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Unprotected. Key. Required. Specifies the vendor number for which text will be generated or viewed.
Vendor Name 1	30	Protected. The first line of the vendor's name from the VEND table.
Maintaining Agency	6	Protected. The number of the Agency responsible for maintaining this vendor's records.
Agency Title	30	Protected. The interpretation of the agency number from the Agency Table.
Status Code	1	Protected. The status code of the vendor.
Status Code Title	30	Protected. The interpretation of the status code from BTAB table VS (Vendor Status Code).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are:
		T - Top
		B - Bottom
		U - Page up
		D - Page down
		R - Relative
		I - Insert
		X - Delete
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines of text.
Text Line	70	Unprotected. Free form text line at the users discretion. A '.' in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the '.' to a space.

VNT2   THIS SCREEN NO LONGER AVAILABLE

```
 ENTER FUNCTION: ............  TRANS:  VNT2
                                                        DATE:
 VENDOR NOTES TABLE  #2 : KEY IS VENDOR NUMBER           TIME:
                                                        TERM:
 VENDOR NUMBER......: ......... ..
 VENDOR NAME 1......:
 MAINTAINING AGENCY.:         :
 STATUS CODE........:         :
 SCROLL ACTION......:   LINE NUMBER:      LINE TOTAL:

 ACT     ---------1---------2---------3---------4---------5---------6---------7
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
```

Purpose   The purpose of the Vendor Notes Table #2 is to provide the user with the ability to insert or
                       delete lines of text from the Vendor Notes Table #1 (VNTE). Access to this table can only
                       be achieved by leafing from VNTE. When appropriate action has been indicated, the system
                       will automatically return to VNTE upon depressing enter key to process the indicated action.

Screen
Characteristics   Delete/Insert VNTE Table.

Procedure
Cross-Reference   Chapter 2 Vendor Database Maintenance;

                       7.3 Delete/Insert Vendor Notes Table.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Protected. The vendor number for which text will be generated or viewed.
Vendor Name 1	30	Protected. The first line of the vendor's name from the VEND table.
Maintaining Agency	6	Protected. The number of the Agency responsible for maintaining this vendor's records.
Agency Title	30	Protected. The interpretation of the agency number from the Agency Table.
Status Code	1	Protected. The status code of the vendor.
Status Code Title	30	Protected. The interpretation of the status code from BTAB table VS (Vendor Status Code).
Scroll Action	1	Protected. The scroll action code from VNTE. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative.
Line Number	4	Protected. The line number from VNTE.
Line Total	4	Protected. Indicates the total number of lines of text.
Act(ion Code)	2	Unprotected. 'I' indicates insertion which will occur after the line. 'D' is used to indicate delete. 'D' followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text Line	70	Protected. A display of text carried forward from the VNTE screen. Any change action will cause the screen to return to VNTE with the appropriate action taken.

VRES   Vendor Complaint Resolution Table

```
ENTER FUNCTION: ............  TRANS:  VRES
                                                       DATE:
  VENDOR COMPLAINT RESOLUTION                          TIME:
  KEY IS VENDOR NUMBER, COMPLAINT NUMBER,              TERM:
  SEQUENCE TYPE AND SEQUENCE NUMBER

  VENDOR NUMBER......: ......... .. :
  COMPLAINT NUMBER...: .....
  AGENCY/VENDOR......: . :
  SEQUENCE NUMBER....: ..

  ACTION CODE........: ..  :
  ACTION DATE........: ........
  ACTION BY NAME.....: ................................
  USER ID LAST CHANGE:
  DATE LAST CHANGED..:

  LINE 1:  ..........................................................
  LINE 2:  ..........................................................
  LINE 3:  ..........................................................
```

Purpose

The purpose of the Vendor Complaint Resolution Table is to provide the user with the ability to add and maintain complaint resolution data. Access is granted only to those records that the user has security access.

**Screen
Characteristics**

Add, Change, Delete and Inquire VRES Table.

**Procedure
Cross-Reference**

Chapter 2 Vendor Database Maintenance;

6.1 Add Vendor Complaint Resolution Table
6.2 Change Vendor Complaint Resolution Table
6.3 Delete Vendor Complaint Resolution Table
6.4 Inquire Vendor Complaint Resolution Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Unprotected. Key. Required. If left blank the system will start with the first vendor number in the database. If a vendor number is input the system will return with the vendor number specified.
Vendor Name	30	Protected. The interpretation of the vendor number from the VEND table.
Complaint Number	5	Unprotected. Key. Required. The number of the complaint against this vendor as shown in the VCOM table.
Agency/Vendor	1	Unprotected. Key. Required. This indicator describes whether this record refers to an agency resolution or a vendor resolution. Must be a valid entry in BTAB table AV (Agency/Vendor Indicator).
Title	30	Protected. The interpretation of the indicator from the BTAB table AV (Agency/Vendor Indicator).
Sequence Number	2	Unprotected. Key. Required. This sequence number is incremented by one every time resolution activity is recorded.
Action Code	2	Unprotected. Required. This code describes the action taken to resolve this complaint. Must be a valid entry in BTAB table RA (Complaint Action).
Action Title	30	Protected. The interpretation of the Action Code from the BTAB table RA (Complaint Action).
Action Date	8	Unprotected. Required. The date on which the resolution activity occurs.
Action By Name	35	Unprotected. Required. The name of the person who took the action described to resolve this complaint.
User ID Last Change	8	Protected. This is the user ID of the last user to change this resolution record. This is a system maintained field.

Field Completion

Field	Size	Description
Date Last Changed	8	Protected. The date on which this record was last changed. This is a system maintained field.
Lines 1-3	69	Unprotected. Here the user may enter text describing the resolution of this complaint.

VROL   **Vendor Enrollment Table**

```
ENTER FUNCTION: ...........  TRANS:  VROL
                                                        DATE:
 VENDOR ENROLLMENT TABLE                                TIME:
 KEY IS VENDOR NUMBER, EFFECTIVE FY, TRANSACTION NUMBER.   TERM:

 VENDOR NUMBER......: ......... ..  :
 EFFECTIVE FISCAL YEAR: ....
 TRANSACTION NUMBER: ...     VOID TRANSACTION (Y/N).: .
 DEBIT/NSF IND (D/N): .
 AMOUNT.............: ........
 TRANSACTION DATE:
 USERID LAST CHANGED:
 DATE LAST CHANGED..:

 COMMENTS: ........................................................
         : ........................................................
         : ........................................................
```

Purpose

The purpose of the Vendor Enrollment Table is to provide the user with the ability to inquire and maintain vendor enrollment fee information. Access is granted only to those users who have the proper security profile.

Screen Characteristics

Add, Inquire, Change and Delete VROL Table.

Procedure Cross-Reference

Chapter 2 Vendor Database Maintenance;

4.2 Add Vendor Enrollment Fee Table
4.3 Change Vendor Enrollment Fee Table
4.4 Delete Vendor Enrollment Fee Table
4.5 Inquire Vendor Enrollment Fee Table
4.6 Add Vendor Enrollment Fee Debit/NSF Record

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Vendor Number	11	Unprotected. Key. Required. If left blank, the system will start the vendor fee list with the first vendor in the database. If specified, the system will return the list for the vendor specified.
Vendor Title	30	Protected. The vendor's name from the VEND table.
Effective Fiscal Year	4	Unprotected. Required. The desired effective fiscal year for payment and debit/NSF. Format is CCYY.
Transaction Number	3	Unprotected. Required. If adding a new transaction, the number must be 'Next'. If left blank on inquiry, the system will return the first transaction number in the database.
Void Transaction	1	Unprotected. Type a 'Y' if transaction needs to be voided that was entered in error.
Debit/NSF Ind	1	Unprotected. Optional. Must be entered only on an ADD of Debit/NSF record. Indicates if vendor's check was returned by the bank due to non-sufficient funds ("N"), or if a refund check was issued to the vendor by the State Treasurer's Office ("D").
Amount	9.2	Unprotected. Required. The amount of money received for vendor enrollment. Fees are required as follows (partial payments are accepted):

Received date is April through June:
  In-state vendors (bid address) : $ 15
  Out-of-state vendors   : $ 30
Received date is July through March:
  In-state vendors   : $ 50
  Out-of-state vendors   : $100

If net amount from all current fee records is sufficient, vendor's fee expiration date will be updated to 6/30 of current fiscal year and his fee paid indicator on VEND will be changed to "Y". If net amount falls below the required amount, the vendor's expiration date will be zeroed and his fee paid indicator on VEND will be changed to "N".

Field Completion

Field	Size	Description
Transaction Date	8	Protected. The current date the transaction is entered. The system will default the current date in this field.
UserID Last Changed	8	Protected. The UserID of the person who added or last updated this enrollment record.
Date Last Chg	8	Protected. The date this record was added or last updated.
Comments	3x68	Unprotected. Optional. Used to record comments regarding a vendor's enrollment fee.

VSTA   Vendor By Status Code

```
ENTER FUNCTION: ...........  TRANS:  VSTA
                                                        DATE:
 VENDORS BY STATUS CODE TABLE                           TIME:
 KEY IS STATUS CODE AND VENDOR NUMBER                   TERM:

 STATUS: .   :

         VENDOR NUMBER                 VENDOR NAME 1
         ......... ..
         ......... ..
         ......... ..
         ......... ..
         ......... ..
         ......... ..
         ......... ..
         ......... ..
         ......... ..
         ......... ..
         ......... ..
         ......... ..
         ......... ..
         ......... ..
```

Purpose

The purpose of the Vendor by Status Code table is to provide the user the ability to inquire the vendor database by vendor status code. Should further detail information be desired the user can leaf to the VEND table. Access is granted only to those records that the user has security access.

Screen Characteristics

Inquire VEND Table.

Procedure Cross-Reference

Chapter 2 Vendor Database Maintenance;

8.1 Inquire Vendor Record(s) Data.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Status	1	Unprotected. Key. Required. This indicator describes the current status of this vendor. Must be a valid entry in BTAB table VS (Vendor Status Code).
Status Title	30	Protected. The interpretation of the Status Code from the BTAB table VS (Vendor Status Code).
Vendor Number	11	Unprotected. Key. Required. This is the code by which the vendor is identified in the system. Typically, it is either the Federal Employer Identification Number (FEIN) or the vendor's Social Security Account Number (SSAN). The vendor code includes a two-digit agency suffix.
Vendor Name 1	30	Protected. The first line of the name of the vendor.